

This Notice Expires 1 November 1955

STATINTL

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NOTICE

PERSONNEL

1 November 1954

LEAVE

LEAVE ACT AMENDMENTS

1. INTRODUCTION

A number of questions have been raised as to the effect of the amendments to the Annual and Sick Leave Act of 1951, as amended, contained in Public Law 763, 83d Congress. This Notice summarizes the changes made for the information of all concerned.

2. LEAVE ACCUMULATIONS

a. Public Law 763 repealed the provision that excess annual leave accumulations must be liquidated within a reasonable period of years. It did not increase the maximum allowable accumulations. Currently, employees overseas may accumulate a maximum of 45 days of annual leave and other employees may accumulate a maximum of 30 days of annual leave. However, an employee who brought forward into the current leave year a balance in excess of the maximum indicated for him may now retain and carry forward that balance as long as he does not use any of that accumulation. He must, however, either use or forfeit the leave which he earns during the current year. Examples:

- (1) Employee "A", earning 20 days leave per year, brought forward into leave year 1954 an accumulation of 60 days of annual leave. During the year 1954, he must use or lose the 20 days which he earns. If he uses none of the 60 day accumulation, he may carry forward that 60 days into leave year 1955.
- (2) Employee "B", earning 20 days leave per year, brought forward into leave year 1954, an accumulation of 60 days of annual leave. During 1954 he uses not only his 20 days of current accrued leave but also three days of his accumulated leave. The maximum which he can carry forward into 1955 or into any succeeding year then becomes 57 days.
- (3) Employee "C", earning 13 days leave per year, brought forward into leave year 1954 an accumulation of 25 days of annual leave. During 1954, he uses only 8 days of his current accrued leave. He may add the additional 5 days to the 25 days which he brought into 1954 and carry forward into 1955 a balance of accumulated leave of 30 days. However, this is the maximum which he can carry forward into any future year. Also, if employee "C" used less than 8 days of his current leave, he would forfeit the unused leave which would make his total balance larger than 30 days.

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- (4) Employee "D", earning 26 days leave per year, brought forward into leave year 1954 an accumulation of 90 days of annual leave. Formerly, in accordance with law he would have been required to use or forfeit his 26 days current accrued leave and, in addition, to use in accordance with Agency policy, at least 10 percent of the excess accumulation over 60 days - in this example 3 days. Currently under the law, he is required to use or forfeit only the 26 days which he earns during 1954, and he may carry the entire accumulated balance of 90 days forward into 1955.
- b. There is no limitation on the amount of sick leave which an employee may accumulate.

3. PAYMENTS IN DEATH CASES

Public Law 763 makes it possible to pay to the beneficiary of a deceased employee an amount equivalent to all of his current and accumulated annual leave. Previously, the limitations on lump-sum payments sometimes made it impossible to pay the beneficiary for all current leave of a deceased employee.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

15/
L. K. WHITE
Deputy Director
(Administration)

DISTRIBUTION: All Employees